

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 11-401**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**20 JULY 2001**

**Flying Operations**

**FLIGHT MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at: <https://www.afmc-mil.wpafb.af.mil/pdl/pubs.htm>

---

OPR: HQ AFMC/DOO  
(CMSgt Marvin J. Davis)  
Supersedes AFI 11-401/AFMC Sup 1, 25 May 00

Certified by: HQ AFMC/DOO  
(Col Robert J. Wood)  
Pages: 26  
Distribution: F

---

This supplement implements AFPD 11-4, *Aviation Service*, and Department of Defense (DOD) Directive 1340.4, *Proficiency Flying Programs*, July 17, 1972, with changes. It establishes procedures for managing Air Force flying resources and gives guidance that applies to administering flight management, aircrew training, and aircrew evaluation programs within Air Force Materiel Command. It applies to all commanders of flying units, assigned/attached aircrews, flight management (1C0X2) military, civilian and contractor personnel. This supplement does apply to the US Air Force Reserve associate units and members when assigned to AFMC and does not apply to Air National Guard units and members.

**SUMMARY OF REVISIONS**

This supplement conforms to HQ USAF AFI 11-401, 15 October 1999. Chapters 4 (Aircrew Training Program) through 7 (Crew Rest and Flight Duty Limitations) are now covered in AFI 11-202. Revised data requests and table numbers. Other minor changes have been made to correct errors in the previous edition. New or significantly changed paragraphs and tables are marked with a “|” before the paragraph or table number.

**AFI 11-401, 15 October 1999, is supplemented as follows:**

1.4. Commanders of AFMC centers with flying operations (e.g., WR-ALC, AAC, ESC) will appoint, in writing, a Director of Flight Operations (DFO) for assigned flying units. HQ AFMC/DO will appoint the DFO for certain unique flight test units (e.g. units not belonging to a center). The DFO is responsible for oversight of day-to-day flight operations and compliance with USAF and AFMC flight operations policies.

1.4.1. (Added) DFOs must be an actively flying AFMC pilot or navigator with flight management responsibilities, no lower than the flying unit commander.

1.4.2. (Added) Send a copy of DFO appointment memos each year in June or whenever DFO appointments change to HQ AFMC/DOO, info copy to HQ AFMC/DOV. Appointment memos must include name, rank, phone and fax number, e-mail address, and local address.

1.5.3. The Host Operations Systems Management (HOSM) office will notify each aircrew member NLT 30 days prior to the due date of the Flight Record Folder (FRF) review.

1.5.6.1. (Added) Active flyers and parachutists must accomplish an initial flight or jump record review within 30 days after aircrew member's FRF or jump record folder (JRF) was delivered to the HOSM office upon arrival at new duty station. Inactive flyers and parachutists initial record review must be accomplished within 120 days after arriving at new duty station. Inactive flyers will turn in their Flight Evaluation Folder (FEF) along with their Flight Record Folder upon arrival at new duty station. HOSM chief will document missing FEF and file a copy of the memo in the individual's FRF.

1.5.6.2. (Added) Active flyers who become inactive will ensure their FEF is placed in their FRF upon assignment to an inactive flying position (i.e. API-6 flyer is placed in an API-3 position, etc.).

1.6.2.4. (Added) Members who fly in AFMC as Maintenance/Engineering Support Personnel (MESP) or Mission Essential Ground Personnel (MEGP) are authorized to fly using the flight authorization (AFMC Forms 82 or 83).

1.6.2.4.1. (Added) MESPs and MEGPs are not entitled to flying incentive pay. MESPs and MEGPs do not require a Specific Official Task aeronautical order (AO). Limit the number of MESP and MEGP flyers to the minimum necessary to complete the unit's mission. For flight duty code MESP will use "MESP" and MEGPs will use "MEGP" on the flight authorization. MEGPs may be manifested on the passenger manifest. MESP or MEGPs may be placed on Specific Official Task AOs. See para. **2.11.5.** for additional requirements which may result.

1.6.2.4.2. (Added) Flight physicals and physiological training are not required for MESP in non-ejection seat aircraft per USAF/XOOT memo of 17 Sep 1996. Specific Official Task AOs, flight physicals and physiological training are not required for MEGPs in non-ejection seat aircraft provided they fly in a passenger status of para. **1.6.2.2.** per USAF/XOOT waiver granted 23 Feb 1995. If an MESP or MEGP is placed on Specific Task AO, then para. **2.11.5.** applies.

1.6.2.4.3. (Added) MESP are limited to 12 sorties during any consecutive 12-month period to comply with flying at less than a frequent and regular basis. MESP required to fly at a greater rate will be placed on Specific Official Task AOs unless waived by HQ AFMC/DOO. MESP on Specific Official Task AOs per para. **2.11.5.** do not have sortie quantity limits. Units will report MESP and MEGP flying activity annually to HQ AFMC/DO.

1.6.2.4.4. (Added) Flights with MESP or MEGPs are subject to and must comply with the "passenger restrictions" of AFI 11-202 series publications, except for maneuvers and procedures required for a specific test defined in an approved test plan or published technical order. DFOs may approve touch and go operations with MESP or MEGPs onboard and will document approval on the flight authorization. Aircrews will not perform simulated emergency procedures with MESP or MEGPs onboard except for approved test plans.

1.8. Use AFMC Form 82, **Flight Authorization**, or AFMC Form 83, **Local Flight Clearance/Flight Authorization** (see **Attachments 10** and **11**). These forms may be computer generated by flying units provided the original AFMC format is retained and all information contained on the AFMC form is depicted on the copy. Flight authorizations will be retained for one year after mission completion. Com-

manders will approve flight authorizations and may designate, in writing, additional personnel who may also approve them. Squadron commanders designated by the DFO may also designate additional personnel within their squadron. The list of designated additional personnel should be kept to the minimum number necessary to accomplish the mission. **Table 1.2.** summarizes authorizing and manifesting of personnel who fly onboard AFMC aircraft.

**Table 1.2. (Added) Authorizing and Manifesting Personnel for Flight on AFMC Aircraft.**

<b>PERSONNEL CATEGORY</b> (Listed on AFMC Flight Authorizations)	<b>AUTHORIZED BY</b>	<b>MANIFESTED ON</b>
Aircrew Members	AFI 11-401	AFMC Form 82/83
OPS Support Fliers		
MESP/MEGP		
Orientation Fliers	IAW Table 1.4.	
Government Contract Flyers	AFJI 10-220 Vol 1 & 2, AFMC Form 81	
Passengers	DoD 4515.13-R	DD Form 2131 (Passenger Manifest)

1.8.1. Forms Prescribed. AFMC Form 80, **Waiver Request and Authorization**; AFMC Form 81, **Flight Authorization for Crewmember/Operational Support Flyer (Civilian)**; AFMC Form 82, **Flight Authorization**; and AFMC Form 83, **Local Flight Clearance/Flight Authorization**.

1.8.1.1. The pilot in command (PIC) is responsible for the safe and effective conduct of the mission and will normally occupy a seat equipped with a set of flight controls during all critical phases of flight. The designated PIC must be current and qualified in the mission to be flown. Inflight changes of PIC duties will be strictly limited and will be briefed in adequate detail to ensure each crewmember understands who will be performing PIC duties. For PIC changes planned prior to flight, list pilot in command for each segment of the mission on the flight authorization. Thoroughly brief planned PIC changes as a part of the mission briefing prior to flight.

1.8.1.1.1. (Added) An instructor qualified pilot, on the flight authorization and when in a position to monitor flight operations, has the authority and responsibility to prevent or correct any unsafe action or breach of flight discipline. Responses may range from verbal intervention to taking command of the aircraft or flight in extreme situations.

1.9. Prerequisites for Flying AFMC Aircraft. **Table 1.3.** lists prerequisites for personnel to fly on AFMC aircraft.

1.9.3.7.1. AFMC Orientation Flight approval authorities. **Table 1.4.** lists the approval authorities for AFMC orientation flights.

**Table 1.3. (Added) Personnel Prerequisites for Flight on AFMC Aircraft.**

<b>Personnel Category (Listed on AFMC Flight Authorizations)</b>	<b>Prerequisites</b>				
	Aeronautical Order AFI 11-401	Physiological Training AFI 11-403	Flight Physical AFI 48-123	Egress Training AFI 11-301	One-time Ground Training AFI 11-202 VOL 1, AFMC Sup1
Crewmembers and OPS Support Fliers	X	X	X	X	IAW AFI 11-202, Vol 1
Non-Qualified Crew-member		X	X	X	Note 3
MESP/MEGP		Notes 1, 2	Notes 2, 5	X	
Orientation Fliers		Note 4	Note 5	X	

**NOTES:**

1. Flights conducted entirely below 18,000 feet do not require physiological training.
2. For transport/cargo aircraft only. Flight physical and physiological training is not required. Per para. **1.6.2.4.2.** (non-ejection seat aircraft).
3. Required if individual will occupy a crew position with controls that could affect flight safety.
4. Non-crewmember orientation fliers may not require physical or physiological training. See AFI 11-403, *Aerospace Physiological Training Program*, for a complete listing of requirements.
5. MESPs, MEGPs, and orientation flyers must be cleared to fly by the flight surgeon prior to flying. Flight Surgeon will specify the clearance expiration date.

**Table 1.4. (Added) AFMC Orientation Flight Approval Summary.**

Line	A	B	C	D
	Type of Flight	If Individual Is	Then the Approval Authority Is	Notes
1	Distinguished Visitor (DV) flights	Members of Congress and their staffs	SECAF via SAF/LL	1, 2, 4, 9
2		Federal and foreign government officials	AFMC/CC	1, 2, 3, 4, 9, 10
3		US ambassadors and their senior deputies		
4	Familiarization flights	Foreign nationals working for the DoD		
5		Foreign civilians	HQ USAF/CV	
6		Foreign military (Brig Gen and above or civilian equivalent)	AFMC/CC	
7		Foreign military (Brig Gen and above or civilian equivalent) - not within MAJCOM channels	HQ USAF/XOO	
8		Foreign military (Col and below or civilian equivalent)	AFMC/CC (Not Delegated)	
9		Foreign military during exercise participation	AFMC/CC	
10		Foreign military receiving USAF flight training	Training Unit Commander	10
11		Foreign military not listed above	HQ USAF/XOO	1, 2, 3, 4, 9, 10
12		US citizens, when directly supporting AFMC	AFMC/CC	1, 2, 4, 9
13		Active-duty and Air Reserve Component military (all grades) and DoD civilian equivalents	HQ AFMC/DO (Delegated to local Wing/CC)	5
14		Service Academy and ROTC cadets		
15		Junior ROTC, Civil Air Patrol, Explorer Scouts		
16		FAA employees (comply with DoD 4515.13-R, Chapter 4, para. C.6)		
17		Civilian Employees of DoD contractors		

18	Incentive flights	USAF active-duty and ARC military members	HQ AFMC/DO (Delegated to local Wing/CC)	5, 6
19	Spouse orientation flights	Spouses of active-duty and ARC military members		
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members	Wing/CC	
21	Point-to-Point orientation flights		AFMC/CC	1, 2, 4, 9
22	Public Affairs travel and orientation flights	News media (local/regional representative)	Local travel-Wing/CC	8
23			Non-local travel-AFMC/CC and SAF/PA	1, 2, 8, 9, 10
24		News media (national/international representative)	Local travel-AFMC/CC	
25			Non-local travel-AFMC/CC and SAF/PA	
26		Community Relations (local individuals)	Local travel-Wing/CC	8
27			Non-local travel AFMC/CC	1, 2, 8, 9, 10
28			AFMC/CC	
29	All other orientation flights and public affairs travel		HQ USAF/CV	1, 2, 3, 4, 7, 9, 10

**NOTES:**

1. Package, with request fully justified, must be forwarded to HQ AFMC/DOO at least 30 days prior to planned flight.
2. Package must include concurrence of the Center/CC for test center assigned aircraft or System Program Director for aircraft assigned or leased to contractors. Concurrence may be in the form of an e-mail message, memo, etc.
3. HQ AFMC/DOO will ensure HQ AFSAC/IPD receives copies of requests for foreign orientation flights. Approval memos will state that disclosure is limited to activities permitted in AFI 16-201.
4. Orientation flights on developmental aircraft may require additional levels of approval (SECAF for Congressmen, etc.).
5. Flying units without a wing commander may send requests to HQ AFMC/DOO for approval. The Center/CC or directorate heads may also approve these personnel for flying for those units without a wing commander.
6. For Non-AFMC General/Flag Officers and equivalent ranking personnel (SES) notify HQ AFMC/DOO at least 10 days prior to event.
7. For contractors, the requirement for familiarization flights will normally be specified in the contract. Individual must be engaged in direct support of a DoD program.
8. News media representatives are normally staffed through the base public affairs offices.
9. Include planned orientation flight profile.
10. Flights with foreign nationals required coordination with SAF/IA prior to approval.

1.9.3.7.3.4. AFMC flying units may conduct a spouse orientation flight program if resources (aircrews, flying hours, etc.) permit and unit assigned aircraft are suitable for passengers. If unit assigned aircraft, to include aircraft possessed for Air Logistics Center (ALC) flying activities, are not suitable for passengers, a spouse taxi program may be developed. HQ AFMC/DOO is the approval authority for all new or revised spouse orientation flight and taxi programs. Spouses of AFMC military aircrew members, operational support flyers, and crew chiefs are eligible to participate. Priority will be given to spouses of aircrew members. The flying unit commander may allow eligible members and their spouses to fly together only if they both state, in writing, that they desire to do so and neither will be performing inflight duties on the mission.

1.9.3.7.3.4.3. Do not fly spouses on flights involving formation, midair retrieval, or airdrops (includes vehicles or stores released from the aircraft). Exception: Spouses may fly on KC-10 or KC-135 aircraft during air refueling.

1.9.3.7.3.4.4. Qualified pilots must occupy mandatory pilot positions during all operations.

1.10.1. DFOs may authorize non-AFMC personnel to perform aircrew or operational support duties in AFMC aircraft. Flying only for time to qualify for hazardous duty pay is prohibited. Previous qualification training from non-AFMC sources may be accepted or retraining conducted as required. DFOs or flying unit commanders delegated this authority will determine what documentation (such as AFORMS products) flight personnel from outside their unit must provide to show they meet flight prerequisites.

1.10.1.1. All aircrew personnel from HQ AFMC/DOO and DOV in API-8 officer positions or API-D enlisted positions are authorized to fly on any AFMC aircraft during any mission. They may perform aircrew duties if current and qualified in the aircraft to be flown or if monitored by an instructor.

1.10.1.2. Aircrew and mission crew positions must be listed in AFI 65-503, *US Air Force Cost and Planning Factors*. Supervisors at all levels must ensure that the number of nonrated crewmembers on active status is the minimum necessary to complete the unit's mission and does not exceed authorized aircrew manning positions. Flying solely for the purpose of accumulating time to qualify for incentive pay or hazardous duty pay is prohibited. When these personnel are no longer required to fly to accomplish the unit's mission, their aeronautical orders will be terminated IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

1.10.1.3. Limit the number of operational support flyers to the minimum necessary to complete the unit's mission. Flying solely for time to qualify for hazardous duty pay is not authorized. Operational support flyers duties may include, but are not limited to, the inflight test, operation, or maintenance of the aircraft or aircraft installed equipment. Personnel must be placed on aeronautical orders and military personnel must have man-years available in order to fly. Operational support flyers will be assigned FSC C.

1.10.1.5.1. (Added) US Government civilian employees will meet the same proficiency, currency, and medical standards as military members in like positions. Flying must be specified in the member's current duty position description (PD) or AF Core Document (CD).

1.10.1.5.2. (Added) Use AFMC Form 81 to request and authorize this status. The AFMC Form 81 must be reaccomplished annually for each appropriate US Government civilian employee and approved by the unit's DFO (may be delegated to the flying unit commander). A copy of a current flight physical and physiological training must be attached to the AFMC Form 81.

1.10.1.6. AFJI 10-220 Vol. 1 (as supplemented or as stated in the current contract) sets the proficiency, currency, and medical standards of US Government contractor aircrew members. For US Government

contractor personnel not covered by AFJI 10-220 Vol. 1, an AFMC Form 81 must be initially accomplished and reaccomplished annually for each US Government contractor aircrew member (including maintenance and test engineers) and approved by the unit's DFO (may be delegated to the flying unit commander). Contractor personnel not covered by AFJI 10-220 Vol. 1 will meet the same proficiency, currency, and medical standards as military members in like positions. Exception: contractor mission crewmembers not covered by AFJI 10-220, Vol. 1 will meet FAA medical requirements for the current crew position. A copy of a current flight physical and physiological training, if required, must be attached to the AFMC Form 81. Contractor crewmembers' flight time will not be entered into AFORMS and record reviews are not required.

1.10.1.8. All personnel in this category will be entered on the flight authorization as XA (other aircrew). They are not in an orientation flight category. Units will ensure that participants possess aeronautical orders and current physical and physiological training.

1.10.1.9. (Added) HQ AFMC/ DOO must approve any aircrew member who will perform inflight duties on a continuing basis if the aircraft's listing in AFI 65-503 does not include that specialty as part of the crew complement (e.g., a boom operator on an E-3B). These aircrew members must never be used in lieu of an aircrew member qualified in the aircraft and these duties cannot be used to justify aircrew status. Nonrated aircrew members approved according to this paragraph will use the "A" crew position identifier, per USAF/XOOT memo of 29 Oct 1996.

1.10.1.9.1. (Added) Nonrated personnel flying under provisions of para. **1.10.1.9.** are authorized to log duty code "MA" and may log primary time on AFTO Form 781.

1.10.1.10. (Added) Those AFMC general officers and colonels authorized by AFMC/CC may fly on any AFMC aircraft and any AFMC mission except those listed in **1.10.3.2.** of this supplement. There are no additional inflight restrictions imposed on these sorties, which must be flown in accordance with this supplement and AFI 11-202 Vol 3, AFMC Sup 1. DFOs must exercise sound judgment when determining specific flight profiles. These flights are not considered orientation flights. Flight prerequisites are the same as for MESP's in **Table 1.3.**

1.10.1.10.1. (Added) General officers may fly in one of three distinct categories: (1) General Officer Operational Flying positions, (2) Indoctrination Flying positions, and (3) Nonrated positions. General officers in the first category maintain a qualification per AFI 11-401. General officers in the second category will not maintain aircraft qualification. Flying under indoctrination status is covered in AFI 11-401, para. **2.15.1.** Use "OP" or "ON" for crew position. Nonrated general officers in command of certain AFMC units (i.e., ALC/CC) may fly as required to maintain familiarity with the operation. They may be placed on flight orders without listing a crew position or they may be listed on a passenger manifest. Flight prerequisites are the same as those for non-qualified crewmembers in **Table 1.3.** General officers in the third category desiring to fly must forward their request to HQ AFMC/DOO. Flight prerequisites are the same as those for MESP's in **Table 1.3.**

1.10.3. (Added) Crew requirements:

**1.10.3.1. Table 1.5.** lists pilot requirements and restrictions when flying AFMC aircraft.



**Table 1.5. (Added) Pilot Requirements and Restriction.**

<b>R u l e</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If Aircraft Is</b>	<b>And If</b>	<b>Then Pilot(s) (Note 1)</b>	<b>And</b>	<b>Exceptions and Restrictions (Note 2)</b>
1	Cargo  Bomber	A passenger or individual on an incentive flight is on-board	Must be a MP (MC for co-pilots) or higher	Other aircrew members must be qualified or monitored by instructor of the same specialty	DFOs may authorize one FP to fly with an MP or higher (FP must hold formal basic qualification)
2	E-3  E-8  T-39	A VIP or non-qualified person occupies a mandatory pilot position	In command must be an IP	Another qualified pilot must be on-board, and no passengers will be onboard	1. DFOs may authorize: a. Non-pilots to occupy a pilot position only during non-critical phases of flight in day VMC. b. Non-qualified pilots to occupy a pilot position during critical phases of flight if the need is fully justified. c. A waiver to the requirement to have an additional pilot onboard on a case-by-case basis.  2. Another qualified pilot is not required when the IP is training pilot(s) IAW AFI 11-202, Vol. 1.
3	Fighter (Note 3)  Trainer (Note 3)	A non-qualified pilot occupies the mandatory pilot position or will perform takeoffs or landings from any position	In command-must be an IP		DFOs may authorize non-qualified pilots to occupy the mandatory pilot position on orientation flights if the need is fully justified

4	U-2	A VIP or non-pilot on an orientation flight occupies a position with a set of flight controls	In command must be an IP		DFOs may authorize highly qualified MPs to fly non-VIP military personnel on orientation flights or participants in the AFMC/CC directed general officer flying program
5	All Aircraft	A MESP or MEGP occupies a position with a set of flight controls	In command must be a MP or higher		
6	Helicopters	A person other than a qualified helicopter pilot occupies a pilot position	In command must be an IP		Except when training unqualified helicopter pilots or qual flight IAW AFI 11-202, Vol 1. The IP must perform all maneuvers during critical phases of flight and occupy the right seat pilot position

**NOTES:**

1. Pilots in this column must be current and qualified.
2. Document DFO authorizations/waivers in writing (method determined locally).
3. Dual cockpit fighters and trainers have only one mandatory pilot position.

1.10.3.2. Only mission qualified, mission essential aircrew and operational support personnel will fly on:

1.10.3.2.1. Functional check flights (except O-8F). Note: Minimum number of maintenance technicians needed to perform airborne FCF duties that the aircrew cannot complete may be flown on FCFs as MESP.

1.10.3.2.2. The first flight of a new aircraft or the first flight after a major modification or PDM.

1.10.3.2.3. Aircraft carrying hazardous materials (AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*).

1.10.3.2.4. Flights that the DFO or other authority defines as hazardous.

1.10.3.2.5. Flights to identify the flight characteristics of aircraft altered by a configuration change.

1.10.3.2.6. Flights to test or check the structural integrity of airframes or engines.

1.10.3.2.7. Flights to discover or expand flight envelopes.

1.10.3.2.8. Record attempts.

**Note:** The first two bullets do not preclude required AFI 11-202 series training for crewmembers undergoing FCF mission qualification training. However, on initial ACF/FCF flights or subsequent FCF flights on non-airworthy aircraft, all crewmembers must be FCF mission qualified or must have demonstrated basic competency in all phases of the FCF mission inflight in an airworthy aircraft. Use of a command-approved simulator may be substituted for multi-piloted aircraft. Document competency on the AFMC Form 69, **Flight Training Comments**. Additional flights required for mission qualification must be accomplished under the supervision of a mission instructor qualified crewmember of a like specialty. The flying unit commander will determine requirements for FCF mission qualification. Requirements should be published in the applicable AFMCMAN 10-202 series training manual supplements.

1.11. Send requests not covered below to HQ AFMC/DOO.

1.11.1. (Added) HQ AFMC/DOV flight examiners are authorized to conduct aircrew evaluations IAW AFJI 10-220.

1.11.2. (Added) AFMC personnel, who have been approved by the USAF Test Pilot School Commandant, may perform their aircrew specialties, or perform in capacities as licensed by the FAA, in gliders and other non-USAF aircraft in conjunction with the USAF Test Pilot School curriculum.

1.11.3. (Added) Flights are authorized in non-USAF aircraft used to conduct an approved USAF test program.

1.11.4. (Added) Commanders may authorize AFMC personnel to participate in orientation/evaluation and qualitative flights in non-USAF aircraft (including contractor owned or operated) provided there is duty related justification for the individual to fly and the flights have been evaluated by a safety review process that, as a minimum, examines the following areas:

1.11.4.1. FAA airworthiness certification of civilian aircraft.

1.11.4.2. Performance envelope of the aircraft.

1.11.4.3. Orientation/evaluation flight profile.

1.11.4.4. Qualification of the participating AFMC personnel.

1.11.4.5. Qualification of the participating non-AFMC personnel.

1.11.5. (Added) Flights are authorized while participating in Test Pilot School field trips.

1.12.1. Subject to the restrictions in this instruction, DFOs may authorize non-pilots to occupy a pilot position. Note: Two seat fighters and T-38s are not considered dual controlled aircraft.

1.14.6. (Added) Civilian personnel of foreign nations participating in flight test programs are approved by the AFMC/DO.

1.20. Send requests for waivers and changes to HQ AFMC/DOO.

1.21. (Added) Each year, by 15 October, all units shall forward a summary of orientation flights and participants to HQ AFMC/DOO. The report will include the following categories: US Federal Government officials, foreign government officials, foreign military in rank of BG equivalent or above, and point to point orientation flights. For each flight, provide the individual's name, position/title, type aircraft, and date of flight. For point to point orientation flights, list departure base, destination base, and reason flight was not accomplished in the local area. Negative replies are required.

1.22. (Added) Semiannually, in April and October, flying units will send a report to HQ AFMC/DOO and HQ AFMC/DOV showing aircraft and aircrew qualification of all assigned or attached aircrew and mission crewmembers. Semiannually, in April and October, DFOs will send a list to HQ AFMC/DO of flying unit commanders and operations officers, unit and wing chiefs of standardization/evaluation branches, and unit and wing chiefs of training as applicable. Include in the list the name, rank, phone and fax number, and e-mail address. The reporting procedures in this paragraph are exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, para. 2.11.12.

1.23. (Added) AFMC flying units may supplement this instruction. Send a copy of each supplement to HQ AFMC/DOO and HQ AFMC/DOV.

1.24. (Added) Annually, in January, flying units will submit a MESP/MEGP Flying Report to HQ AFMC/DOO. The report will include the following categories: individual's name, rank/grade, status (military, DoD civilian, contractor), date flown, number of sorties and hours, purpose of individual flying. Negative replies are required. The reporting procedures in this paragraph are exempt from licensing in accordance with AFI 33-324, para. 2.11.12.

2.6.2.3. (Added) The HOSM office will use AF Form 142, **Aviation Service Audit Worksheet**, to audit Operational Flying Duty Accumulator (OFDA) for rated members with less than 18 years of aviation service and CEAs with less than 20 years of aviation service. ABMs and CEAs will have two AF Form 142s in their FRFs.

2.6.4.5. Flying unit commanders will provide justification to the HOSM office at the 150 day point of the status of rated officers and CEAs in FSC 'S' as to why the incumbent will remain in that status beyond 180 days. The HOSM office will inform HQ AFMC/DOO of the commander's action.

2.6.4.6. PQI codes are not required.

2.7.2. Rated officers who missed their third flying gate because they pursued an acquisition career may apply for an OFDA credit waiver. The officer must have accumulated at least 72 months of OFDA credit and be certified APDP Level II or higher and must not have accepted the acquisition bonus. Submit waiver requests through the center commander (or equivalent) to HQ AFMC/DOO NLT 01 Dec of each calendar year.

2.8.2. Officers authorized Flying Activity Code (FAC) 6 flying will comply with all AFMC aircrew requirements.

2.10.2. Flying unit commanders may authorize inactive flight surgeons to fly on unit aircraft.

2.11.5. Members who fly in AFMC as MESPs or MEGPs must comply with this paragraph if placed on Specific Official Task AOs. Training requirements of para. **2.15.3.** apply including flight physicals and physiological training. MESPs and MEGPs without Specific Official Task AOs will be flown per para. **1.6.2.4.** of this supplement. MESPs and MEGPs on Specific Official Task AOs per this paragraph do not have sortie quantity limits.

2.12. In August of each year, incumbents of aviation position identifier (API) 8 positions who have been assigned Flying Status Code (FSC) "K" must send a request to HQ AFMC/DOO justifying their API 8 and rationale on why the position should not be returned to API 4. Action will be taken to change the position to API 4 if there is insufficient justification for an API 8 or if no request is received. HOSMS should verify API 8 positions by auditing the Unit Manpower Document or other source document.

2.15.1. Forward request for indoctrination status to HQ AFMC/DOO with full justification as stated in AFI 11-401, para. **2.15**. HOSM will not issue FSC "T" to inactive rated officers without approval from HQ AFMC/DOO for AFMC personnel or the parent MAJCOM for non-AFMC personnel with HQ AFMC/DOO concurrence.

2.16. AFMC units with host base flight management responsibility will normally appoint an AFSC 1C0X2 senior noncommissioned officer (or civilian equivalent) as the HBFMO/Chief of the HOSM office. Forward copies of all appointment letters to HQ AFMC/DOO. This person will be known as the HOSM and may also serve as the Flight Management Officer (FMO). The HOSM is responsible for the overall database management of AFORMS at the base level and for all interface with the Defense Mega Center (DMC) regarding AFORMS.

2.16.5. (Added) In addition to the requirements in AFI 11-401, AFI 11-402, AFI 11-403, AFI 11-405, AFI 11-410, AFI 11-412, and AFI 48-123, the HOSM is responsible for the following:

2.16.5.1. Establish an AFORMS User Council (AUC) to meet quarterly or as required. The HOSM will chair the AUC and all AFORMS-using units should be represented. The purpose of the AUC is to resolve problems and promote exchange of information and procedures among units using AFORMS. Problems with AFORMS identified by the AUC, which cannot be resolved by the HOSM, should be forwarded to HQ AFMC/DOO.

2.16.5.2. Establish a training program for all AFORMS users.

2.16.5.3. Establish written procedures for monitoring physiological training status.

2.16.5.4. HOSM will establish procedures for FRF sign-out. Squadron Operations System Management (SOSM) office will provide the HOSM office with a list of non-aircrew members authorized to sign-out/review FRFs.

2.16.5.5. OSS/CC will appoint, in writing, aeronautical orders authentication officials IAW AFI 11-401, para. **A6.1.5**. If the individual appointed is below required grade, HOSM office must obtain a waiver from HQ USAF/XOO. Request waiver through HQ AFMC/DOO. Forward copies of all appointment letters to HQ AFMC/DOO.

2.16.5.6. HOSM office will maintain a Military Pay Orders (MPO) certifying officials letter on file.

2.16.5.7. Corrections to AFORMS products will be corrected within five workdays of error detection.

2.16.5.8. HOSM chief will ensure all 1C0X2 personnel (military, civilian, and contractor) are properly trained to update the AFORMS system, operate AFORMS equipment, and to administer other required aviation resources functions.

2.16.5.9. Track the flying of officers in indoctrinational flying status and notify them when they approach a total of 24 missions in a fiscal year.

2.16.5.10. Squadron operations (1C0X2 or civilian equivalent) personnel may input flying time in AFORMS. The HOSM office maintains control and responsibility for accuracy of flying hour data.

2.16.5.11. The HOSM office must establish procedures with the finance servicing office for semiannually auditing flying incentive pay entitlements IAW DFAS-DEM 177-173 Vol I, *Joint Military Pay System-FSO Procedures*. Maintain a copy of the audited document on file for one year.

2.16.5.12. Annually, or as required, the HOSM office will conduct Staff Assistance visits (SAVs) using applicable MAJCOM checklists at each flight management office associated with their organization.

AFMC/DOV will conduct SAVs and inspections as required IAW AFMCI 90-203. See the AFMC/DOV Web Page for specific details.

2.16.5.13. HOSM office will establish procedures to ensure inactive flyer FEF is maintained in the member's FRF.

2.16.5.14. HOSM office will establish procedures for auditing and rectifying errors detected on the Entitlement Verification Report for the Accounting and Finance office.

2.16.5.15. HOSM office will establish off-site AFORMS processing procedures. Procedures will be tested annually.

2.19. Crewmembers attached to AFMC flying units to fly AFMC test or test support (E-coded) aircraft must contribute effectively to the test mission of the aircraft and must respond to the DFO's flying schedule. DFOs will not attach crewmembers to fly E-coded aircraft solely for the purpose of complying with annual flying requirements or maintaining proficiency.

2.19.1. Crewmembers must request attachment for flying purposes through their chain of command to HQ AFMC/DOO. The requested flying unit for attachment must formally coordinate on the request prior to the individual's chain of command processing. A sample request is in **Attachment 13** of this supplement. AFMC units will not fly attached crewmember without HQ AFMC/DOO approval.

2.19.3. (Added) The unit of attachment will maintain aircrew qualification training and continuation training records. Attached units' HOSM office will establish a "dummy" database on line. The first three digits of the SSANs will be determined by the aircrew member's assigned MAJCOM (870-ACC, 871-AMC, 872-AFMC, 873-AFSOC, 876-AFSPC, 877-ANG, 879-AFRC). The next two characters in the SSAN will be the HOSM-code assigned by HQ AFMC/DOO (Edwards-10, Eglin-20, Hill-40, Kelly-50, McClellan-60, Melbourne-70, Robins-80, Tinker-90, and WPAFB-01). The HOSM chief will assign the last four numbers of the SSAN. For example, an Edwards AFB attached flyer will be assigned a SSAN of 872-10-0001. All foreign flyers will be assigned a service category of "FORML." This paragraph does not apply to aircrew members and operations support members attached to flying units within the same wing or group located on the same base.

3.3.1. Two (or more) aircraft commander-qualified pilots may use an aircrew position identifier of "P" in the flight authorization duty code block of AFTO Form 781, **AFORM Aircrew/Mission Flight Data Document**, when flying together. The first character of the aircrew certification/flight authorization duty code must reflect the individual's qualification level. Copilots not qualified as aircraft commanders are the only ones required to use an aircrew position identifier of C. Pilots who have completed initial qualification training will use FP during mission qualification training. After qualifying in one unit mission, crewmembers will log 'M' as the first character of their aircrew certification/flight authorization duty code. Pilots will log FP (or MP if mission qualified) during difference and conversion training since they are already qualified in the basic weapon system.

3.3.3. Instructor and evaluator pilots should use MP (or FP if not mission qualified) when not instructing or evaluating during a flight. IPs and EPs should use "XP" when instructing or evaluating from a chase aircraft in which they are not qualified. IPs who provide instruction on a flight must log IP time and the flight authorization must include the IP duty symbol.

3.3.4. Rated flight examiners not qualified in the aircraft on which they give an evaluation will use an aircrew certification code of "X" for O-5 and below or "O" for O-6 and above.

3.5. Mission crewmembers (ASC 9D) who have completed required training will use a flight authorization duty code of "MA" and log primary time when performing inflight crewmember duties related to their specialty. Active operational support flyers (ASC 9C) who have completed required training will use an aircrew certification code of "MZ" and log primary time when performing inflight operational support duties.

3.7.1. AFMC rated officers are authorized to occupy crew positions in aircraft that they are not qualified in using the "X" or "O" aircrew certification code according to HQ USAF/XOOT memo dated 13 Aug 1999.

3.7.2. (Added) When a fully qualified crewmember is not available, DFOs may authorize rated personnel to occupy non-mandatory crew positions on a case-by-case basis. This authority will be used to enhance mission accomplishment and flight safety. Document DFO approval on AFMC Form 82 or 83 as appropriate. Rated personnel flying in this capacity must have the approval of their assigned unit supervisor. DFOs must document, in each case, the reason fully qualified crews were not available.

3.7.2.1. (Added) Any flight involving unqualified crewmembers occupying mandatory crew positions requires HQ AFMC/DOV approval. DFOs will forward requests using AFMC Form 73, **Flight Operations Waiver Request**. The approval package must include name and qualifications, aircraft and position to be occupied, and proposed aircrew member training program.

3.15. (Added) Active (Flying Status Code A) test pilots may use "FP" when actively flying the aircraft while performing qualitative or approved short-term aircraft tests or evaluations. This designation will only be used on missions when the test pilot is actively flying the aircraft. This does not authorize Test Pilot School graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (e.g., functional check flights). ACIP gate month credit will not accumulate unless the aircrew member holds a formal qualification in the aircraft.

3.16. (Added) Active test navigators will use the appropriate aircrew certification codes when flying in aircraft in which they are qualified or seeking qualification. Use "FN" or "FW" as appropriate when actively performing test navigator duties in aircraft in which they are not qualified. ACIP gate month credit will not accumulate unless the navigator/WSO holds a formal qualification in the aircraft.

3.17. (Added) USAFTPS pilot students will use "UP" when required to fly with an instructor pilot and "FP" when an instructor pilot is not required on a flight (e.g., after a solo qualification flight check).

3.18. (Added) USAFTPS navigator students will use an aircrew certification code of "UN."

3.19. (Added) USAFTPS flight test engineer students will use an aircrew certification code of "UA."

3.20. (Added) Field units may develop and use three or four character aircrew certification codes, if desired.

3.21. (Added) Contractor Crewmember Duty. Contractor crewmember's flight time will be annotated on the AFTO Form 781 and lined out in the same manner as if the data were extracted. Enter "0000" in block 18 for unit of assignment. Contractor flight time will not be entered into AFORMS and record review is not required.

**Attachment 1****GLOSSARY OF TERMS*****Terms***

**Aircraft Under Development**-New aircraft undergoing developmental test and evaluation that have not yet met IOC or as designated by HQ AFMC/DO.

**Aircrew**-The total complement of qualified rated and nonrated (1AXXX and 8AXXX AFSCs) personnel responsible for the safe ground and flight operation of the aircraft. Individuals must be on aeronautical orders and properly assigned to an authorized aircrew position in accordance with AFI 65-503. The individual's principle duties are required to be performed inflight. The approved duties are necessary to operate the aircraft and its essential equipment. Assigned Flying Status Code (FSC) A (rated) or D (nonrated).

**Critical Phases of Flight**-Taxi; takeoff; departure; approach; landing; refueling; midair retrieval; dropping of equipment, personnel, vehicles, or stores; real or simulated emergencies; flight below 3000 ft AGL (300 ft AGL for helicopters); touch and go's; and any operations designated by the DFO.

**Mandatory Pilot Position**-A pilot position defined in the flight manual as part of the minimum crew. A position that a pilot must occupy during critical phases of flight (for example, the front seat of a T-38, both pilot seats of a C-135, etc.).

**Personnel Who Fly On AFMC Aircraft:**

**Maintenance/Engineering Support Personnel (MESP)** -An individual whose particular expertise is required inflight to provide assistance with or observation of test techniques, data collection, systems operation, support resource, or crew procedures.

**Mission Essential Ground Personnel (MEGP)**-An individual who performs unique ground support duties related and essential to a particular aircraft, mission, exercise, or deployment.

**Mission Crew**-The total complement of qualified nonrated aircrew members (other than 1AXXX, and 8AXXX AFSCs) responsible for the airborne operation of systems and associated equipment or for performing airborne duties essential for the successful completion of the aircraft unit's assigned mission.

**Passengers**-Persons authorized to fly according to DoD 4515.13-R and whose sole purpose for being on an aircraft is transport. Passengers do not have specific airborne related duties while onboard an aircraft.

**Pilot in Command**-The Pilot in Command (PIC) is the rated aircrew member designated responsible for the safe and effective accomplishment of the assigned mission. The PIC is vested with the authority to manage the aircrew and aircraft to accomplish the mission. The designation begins with mission planning and ends upon completion of post-mission documentation.

**VIPs include:**

- Key federal, state, and foreign officials.
- Members of Congress or congressional staff members.
- US or foreign general or flag officers.
- Federal employee equivalent to a general or flag officer.
- Members of the news media.
- Celebrities.



- Business, civic or industrial leaders.

**Attachment 2****INSTRUCTIONS FOR USING AFTO FORM 781,  
AFORMS AIRCREW/MISSION FLIGHT DOCUMENT**

A2.1. AFTO Form 781. This form may be computer generated by flying units provided the original format and information contained on the form is retained.

Table A2.1. Item 6. Flying units may determine mission numbers applicable to their operations.

Table A2.1. Item 7. Use mission symbols in **Table A2.2.** or **A2.5.** (Added) when filling in this item. When operational requirements involve different mission symbols a new line entry is required. If the mission number or symbol changes during a sortie, put INFL in block 10 (To) and, on the next Flt No. line, INFL in block 9 (From) **Table A2.1.** Item 9. Use ICAO identifiers.

Table A2.1. Item 21. If changing mission requirements dictate, a lower flight authorization duty code may be annotated on the AFTO Form 781 to reflect actual mission accomplishments (such as authorized IP, logged MP). A change to a lower flight authorization duty code does not require a recertification of the original flight authorization.

Table A2.5. (Added)

	Use mission symbols from AFI 11-401, Attachment 2, Table A2.2. if flight does not fit any of the definitions listed below.		
Line	A	B	C
	Mission	Short Title	Definition
1	0-3A	Delivery	Aircraft delivery to, or pickup from AFMC depots, contractor facilities, or other commands, bases, or facilities
2	0-5E	Specific Test Support	All as described in 0-5 except 0-5F
3	0-5F	Specific Test Support Profile	Practice over and above normal AFI 11-202 and AFI 11-2FT series mission training to gain proficiency in events directly identifiable with and necessary for a particular test program. Chargeable to the test program.
4	0-6E	Qualification Training	Initial qualification and requalification. Includes training for basic aircraft qualification and instructor upgrade. Initial and requalification evaluation flights. (Phase I training)
5	0-6F	Continuation Training	Proficiency training and recurring evaluation flights required by AFI 11-202 and AFI 11-2FT series. (Phase III training)
6	0-6G	Mission Qualification Training	Training required for mission qualification and requalification (Phase II training)
7	0-7	Special Missions	Missions performed in E and CF coded aircraft that do not fall in other categories. Also used for B or D coded unairworthy aircraft to move the damaged aircraft to a repair facility. Includes search and rescue, airshows, aerial demonstrations, record attempts, etc. Forward request to HQ AFMC/DOO for HQ AFMC/DO approval.
8	0-8	Maintenance Test	All described in 0-8 except 0-8F
9	0-8F	Equipment Check	Trouble shooting flights or operational checks that don't require an FCF crew and are not subject to FCF crew limitations
10	T-3A	TPS Upgrade	Upgrade flights by TPS instructors to attain/maintain qualification/currency in TPS curriculum missions, including minimum time requirements for IP upgrade
11	T-3B	Continuation Training (TPS)	Flights by TPS instructors to maintain currency and proficiency as required by AFI 11-202 and aircraft specific series.

**Attachment 11 (Added)****INSTRUCTIONS FOR USING AFMC FORM 82, FLIGHT AUTHORIZATION**

**A11.1. (Added) Purpose.** AFMC Form 82 will be use for all flights that originate or terminate outside the local flying area. These forms may be used for local area flying if desired.

**A11.2. (Added)** The AFMC Form 82 is available in electronic format using FormFlow. The form may also be computer generated by flying units provided the original format and information contained on the form is retained.

**A11.3. (Added)** Commanders or people they designate in writing by organization position or name will approve flight authorizations. Any of the following changes to the originally approved flight authorization requires certification by an authorized approving official: upgrade in flight authorization duty code; additional crewmember; or change of mission, pilot in command, or formation leader (if other than the primary or backup leader that was briefed). Commanders will designate any other changes requiring certification in unit supplement. Potential changes to the mission, pilot in command, or formation leader may be approved in advance using the remarks section. Certification is indicated by the initials of the approval authority near the changed item or the initials of the person who obtains verbal change authorization from the approval official with the acronym "VOCO."

**A11.4. (Added)** Completed forms will be kept on file for one calendar year after completion of flight.

**Table A11.1. (Added) AFMC Form 82 Entries.**

<b>Item</b>	<b>Entry</b>
1	Local date. Format DD MMM YYYY (01 May 1995).
2	Local date. Format DD MMM YYYY (01 May 1995).
3	Estimated time of departure will be in 24-hour GMT clock time (e.g., 13:00).
4	Type aircraft by mission-design-series.
5	Aircraft Serial Number. Year-digits to uniquely identify the aircraft (e.g., 62-000024).
6	Call sign to be used for the flight.
7	<b><i>Following the word ITINERARY the statement “VARIATIONS IN ITINERARY AUTHORIZED” must be used. For Forms 82, which involve multiple sorties, list each sortie authorized sortie, with the origin and destination.</i></b>
8	Authorized mission symbol, or symbols, to be used for the flight.
9	Program element identifier (PEID).
10	Highest crew position authorized to be logged on the flight on the AF Form 781.
11	The three-letter designation of rank will be used (2LT,TSG).
12	Crewmember's printed name (last, first, middle initial). An asterisk (*) before the last name will be used to designate the pilot in command. A pound sign (#) before the last name will be used to designate the formation lead and a double pound sign (##) for the alternate lead.
13	Last four numbers of the crewmember's social security number.
14	Individual's assigned Organization and MAJCOM.
15	Determined locally.
16	Remarks determined locally.
17	Unit issuing the flight authorization.
18	Flight authorization number will be a numeric designation using the last two numerals of the fiscal year followed by the chronological number of the flight authorization, separated with a dash (95-001). Sequentially number from the beginning of the fiscal year for all units AFMC Forms 82. Geographically separated flight operations may use blocks of flight authorization numbers (such as 96-Axxx for one location, 96-Bxxx for another location, etc.).
19	Signature and typed name, grade, and title of authorizing official.
20	Local date. Format DD MMM YYYY (01 May 1995).

**Note:** For missions extending beyond one day (such as deployments, deliveries, etc.) prepare a separate AFMC Form 82 for each day's activities.

**Attachment 12 (Added)****INSTRUCTIONS FOR USING AFMC FORM 83, LOCAL FLIGHT CLEARANCE/FLIGHT AUTHORIZATION**

**A12.1. (Added) Purpose.** AFMC Form 83 is designed for use only for flights originating and terminating in the local flying area. AFMC Form 82 and DD Form 175 must be used for all flights originating or terminating outside the local flying area. These forms may also be used for local area flying if desired. AFMC Form 83 may be used during a deployment for flights originating and terminating at the same deployed location if prior agreement with local controlling agency has been obtained.

**A12.2. (Added)** The AFMC Form 83 is available in electronic format using FormFlow. The form may also be computer generated by flying units provided the original format and information contained on the form is retained. Items 16 through 21, 23, 24 and 27 will not be preprinted. All other items may be filled in prior to printing at the option of the preparing organization.

**A12.3. (Added)** Commanders or people they designate in writing by organization position or name will approve flight authorizations. Any of the following changes to the originally approved flight authorization requires certification by an authorized approval official: upgrade in flight authorization duty code; additional crewmember; or change of mission, pilot in command, or formation leader (if other than the primary or backup leader that was briefed). Commanders will designate any other changes requiring certification in unit supplement. Potential changes to the mission, pilot in command, or formation leader may be approved in advance using the remarks section. Certification is indicated by the initials of the approval authority near the changed item or the initials of the person who obtains verbal change authorization from the approval official with the acronym "VOCO."

**Table A12.1. (Added) AFMC Form 83 Entries.**

Item	Entry
1	Local date. Format DD MMM YYYY (01 May 1995)
2	Location aircraft departs.
3	Signature and typed name, grade, and title of authorizing official.
4	Must read: LOCAL (VARIATIONS IN ITINERARY AUTHORIZED)
5	Flight authorization number will be a numeric designation using the last two numerals of the fiscal year followed by the chronological number of the flight authorization, separated with a dash (95-001). Sequentially number from the beginning of the fiscal year for all units AFMC Forms 82 and 83. Geographically separated flight operations may use blocks of flight authorization numbers (such as 96-Axxx for one location, 96-Bxxx for another location, etc.).
6	Unit issuing the flight authorization.
7	Date the flight is authorized. Format DD MMM YYYY (01 May 1995)
8	Program element identifier (PEID).
9	Call sign to be used for the flight.
10	Highest crew position authorized to be logged on the AF Form 781 for that flight.
11	Crewmember's printed name (last, first, middle initial). An asterisk (*) before the last name will be used to designate the pilot in command. A pound sign (#) before the last name will be used to designate the formation lead and a double pound sign (##) for the alternate lead.
12	The three-letter designation of rank will be used (2LT,TSG).
13	Last four numbers of the crewmember's social security number.
14	MDS and Tail Number. Year-gists to uniquely identify the aircraft (e.g., 62-000024).
15	Authorized mission symbols, or symbols, to be used for the flight.
*16-17	Estimated times are the same as required for DD Form 175. These entries will be entered prior to departure. The pilot in command will ensure actual times are entered and corrected after the flight.
*18	Requirement of DD Form 175 applies. (Required data contained in FLIP GP)
*19-20	Requirement of DD Form 175 applies.
21	Requirement of DD Form 175 applies.
22	Requirement of DD Form 175 applies. However, locally approved flight plan designations may be used. (Viper 1, China 4 alpha, etc.) If DD 175 is filed, annotate DD-175 is on file.
*23	Enter number of latest FCIF for which crewmembers are responsible.
*24	Signature of pilot in command verifying all requirements and information is complete and correct.
25	Remarks as required by para. A2.3. Local use at the discretion of issuing unit.
26	Any combination of job order, assigned mission and operation numbers may be used.
27	Local use.

\*The pilot in command will fill in information. Estimated times are only required for items 16 and 17.

**Attachment 13 (Added)****CONSOLIDATED SCHEDULE**

**A13.1.(Added)** This supplement requires various data to be collected either for unit or headquarters use. The following is a consolidated schedule of this supplement's requirements.

A13.1.1.(Added) JANUARY: MESP/MEGP Annual Flying Report (para. **1.24**)

A13.1.2.(Added) APRIL: Crew Lists (para. **1.22**)

Unit CC/DO, DOV, DOT Chiefs lists (para. **1.22**)

A13.1.3.(Added) JUNE: DFO Appointment Memos (para. **1.4.2.** (Added))

A13.1.4.(Added) AUGUST: API 8 with FSC "K" justifications (para. **2.12**)

A13.1.5.(Added) OCTOBER: Orientation Flight Data (para. **1.21**)

Crews Lists (para. **1.22**)

Unit CC/DO, DOV, DOT Chiefs list (para. **1.22**)

A13.1.6.(Added) DECEMBER: OFDA Waiver Request (para. **2.7.2**)



**Attachment 14 (Added)**

**SAMPLE ATTACHMENT FOR FLYING REQUEST**

MEMORANDUM FOR (requested Flying Unit of Attachment)

HQ AFMC/DOO

IN TURN

FROM: (Requesting individual's unit)

SUBJECT: Request for Attachment for Flying

1. Request approval for Major John H. Doe, SSAN: 111-22-3333 to be attached to the 416th Flight Test Squadron, 412 TW Edwards AFB CA. He is currently assigned to an active aviation position identifier (API) position at Kirkland AFB NM, with no flying facilities or aircraft available. The following data is provided IAW AFI 11-401, para. 2.19:

AVIATION SERVICE DATE:

OFFICER SERVICE DATE:

AVIATION SERVICE CODE:

AERONAUTICAL RATING/RATINGS:

EXPECTED DURATION OF ASSIGNMENT:

DATE OF SEPARATION:

ASSIGNED DUTY POSITION:

AVIATION POSITION IDENTIFIER (API) CODE:

POSITION NUMBER:

DATE OF LAST FLIGHT PHYSICAL:

DATE OF LAST PHYSIOLOGICAL TRAINING:

DUTY TELEPHONE NUMBER:

AIRCRAFT LAST QUALIFIED IN:

DATE LAST FLOWN:

REQUESTED UNIT OF ATTACHMENT:

POINT OF CONTACT AT UNIT:

//signed//

(Requesting Individual's Unit CC Signature Block)

Attachments

1. AF Form 702
2. AF Form 1042

1st Ind, (Requested Flying Unit/CC)

Concur/Do Not Concur

To support the attachment of Major John H. Doe for flying purposes to my organization IAW AFI 11-401, para. 2.19.

//signed//

(Requested Flying Unit CC Signature Block)

2nd Ind, HQ AFMC/DO

TO: (Requesting Individual's Unit)

Your request for permission to allow Major John doe to fly as an attached F-16 crewmember with the 416 Flight Test Squadron, Edwards AFB CA is approved effective immediately.

//signed//

(HQ AFMC/DO Signature Block)

cc:

(Requested Flying Unit's OSS)/CC

Individual

WILBERT D. PEARSON, JR., Brigadier General, USAF  
Director of Operations